

resolutions, and proceedings hereby, placed and hereafter to come under his charge and keeping; and he shall furthermore carefully collect and arrange and safely keep a complete series of ordinances and resolutions and proceedings of the Mayor and City Council of Baltimore, and all other books, papers and memorials relating to Baltimore, from its beginning as a town to the present time, and this shall continue to be one of his regular duties, and she shall not permit any book or books, or documents of said series to be taken or removed by any one from the City Library, and he shall permit no other book, document, record or paper of any sort to be taken from the City Library, except by city officers, and then only on a written receipt from such city officer or officers for the same, which receipt shall be written in a book to be kept for that purpose, and shall be duly cancelled on the return of the book, documents, records or papers so borrowed; and he shall see that no books, documents, records or papers of any sort be lost or mislaid by said city officers; he shall also carefully prepare and keep an index for that purpose of all the books, documents, records and papers of said library. Room shall be provided in the City Hall, and properly furnished for the reception and custody of said library. The salary of the City Librarian shall be two thousand dollars per annum, payable monthly; and he shall give a good and sufficient bond, to be approved as authorized by this Charter, in the sum of five thousand dollars, for the faithful performance of his duties in the premises.

The provisions of the Charter in relation to the City Librarian and his duties were largely embodied from Art. XXXII of the Baltimore City Local Code (1893).

1906, ch. 111.

**197.** Each of the departments, sub-departments, municipal officers not embraced in a department and special commissions or boards of the Mayor and City Council of Baltimore shall, on or before the first day of December in every year, furnish to the City Librarian a schedule of all stationery and printed matter, which may be required for the use of such departments, sub-departments, municipal officers and commissions or boards for the year commencing on the first day of January thereafter. It shall be the duty of the City Librarian, twenty days prior to the first day of January in each year, to advertise for proposals for furnishing all such stationery and printed matter as may be required by the respective departments, sub-departments, municipal officers and commissions or boards of the city, for the ensuing fiscal year, subject to the provisions of Sections 14 and 15 of this Charter. All contracts which may be awarded in pursuance of the provisions of this section shall contain a clause stipulating that any stationery or printed matter which may be required for the use of any department, municipal officers and commissions or boards aforesaid of the city, over and above the quantity specially designated in said contracts, shall be furnished by the contractors at the same rate charged for articles which are specially mentioned in said contracts, and if any supplies are required which are not mentioned in said contract they shall be furnished at the lowest market rates. It shall be the further duty of the City Librarian to furnish to each of the depart-